

**NAF PERSONNEL OFFICE (VAB)**  
MWR & VQ Oceana, Dam Neck Annex and Northwest Annex  
**VACANCY ANNOUNCEMENT**

10/27/03

Does not confer to Civil Service Status

**POSITION: GOLF AUTOMOTIVE MECHANIC**

**ANNOUNCEMENT # VB-83-03**

Grade: NA-5823-08/09/10

Salary: \$10.54-\$12.27

**LOCATION:** MWR Department, Commercial Activities (Golf)  
NSA Oceana, Virginia Beach VA 23460

**CLOSING DATE:** Open Until Filled

**AREA OF CONSIDERATION: Open**

(1) Position (s), Regular Full-time

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Maintain a wide variety of golf course equipment and vehicles in proper working order. This includes daily checks and adjustments, on the spot repairs, preventive maintenance, and major overhauls. Light Equipment (push mowers, weed eaters, edgers, sod cutter, chain saws, blowers, fertilizer spreaders, top dresser, range ball machines) involves adjustment/repair of carburetor, spark plug, starters, points, throttle, brake, transmission clutch; repair or replacement of filters, seals, flat tires, chains; trouble shoot electrical system; check and adjust reels for fineness of cut and height; proper displacement of clippings; replace blades, chains. Medium Light Equipment (greens mower, sand pros, cushman turf tricksters, workmaster, E-Z Go golf carts, pesticide sprayer) involves all of the above plus repairs/replacement of solenoids, tires, steering assemblies, wiring, bearings, drive belts, chains, head gaskets, seals, reels, bedknife differentials, distributors, fuel filters and pumps; perform tune ups; check/changes/install air filters, lubrication oil and grease, belts, antifreeze, hydraulic systems; perform engine overhauls; provides advise and assistance on electric cart repairs; performs machining, electric and acetylene welding of equipment. Medium Equipment (fairway mower, stake dump truck, back hoe and front end loader) involves all of the above plus rebuilding hydraulic lifts. Will be knowledgeable in the safe operation of all golf course maintenance equipment and may be required to train employees in its proper use. Will ensure proper allocation of fuel, correct grades of oil and fuels and fuel mixtures are provide and given to the respective equipment and will keep written documentation of fuel and consumption, by operator and machine. Maintains necessary stock of tools, parts and supplies to implement repairs and upkeep of equipment. May call to get prices on parts, tools or supplies and submits lists to Golf Course Superintendent when these are needed. Properly cares for tools and uses them according to manufacturer specifications. Maintains up to date equipment repair records on all equipment. Maintains equipment and tool storage facilities in a clean, neat manner for easy access. As required repairs/renovates the maintenance building, which may include; replacing siding, welding support beams, pouring concrete, etc. Provides assistance in maintaining and repairing the irrigation system, which includes replacing seals valves, or sprinkler heads. Performs other related duties as assigned.

**QUALIFICATIONS:** Must have a complete knowledge of mechanics, be familiar with hydraulics and transmissions, and be able to trouble shoot and repair equipment and vehicles. Must have two (2) years experience as a mechanic. Must be able to plan work and follow complex repair manuals and diagnose repairs required. Must be able to operate a wide variety of specialized tools, both light and heavy, necessary for the maintenance and repairs (i.e., drill press, electric/acetylene welders, engine analyzer, valve grinder, voltmeter, multimeter, reel grinder, tire grinder, tire changer, battery charge, etc.).

**SPECIAL REQUIREMENTS:** Must possess and maintain a valid driver's license. This position is subject to an irregular tour, which may include weekends and holidays.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Ave, Bldg 531 NAS Oceana, Virginia Beach VA 23460.

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**- VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

**Web Site:** [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

**JOBS Line:** 440-JOBS (5627)

